

NEBRASKA PUBLIC HEALTH LABORATORY

Date Effective: **February 1st, 2003**

Please forward any comments to:

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PROCEDURE:

A. ORDER ENTRY INTO PHLIP for Programs: Lead (2), HIV (1), STD (2), EPI (1).

1. Access The Nebraska Public Health Laboratory at www.nphl.org and click on the PHLIP or NPHLWEB button. This will take you to Guardian.

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Nebraska's Secure Solution
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User ID:
Password:
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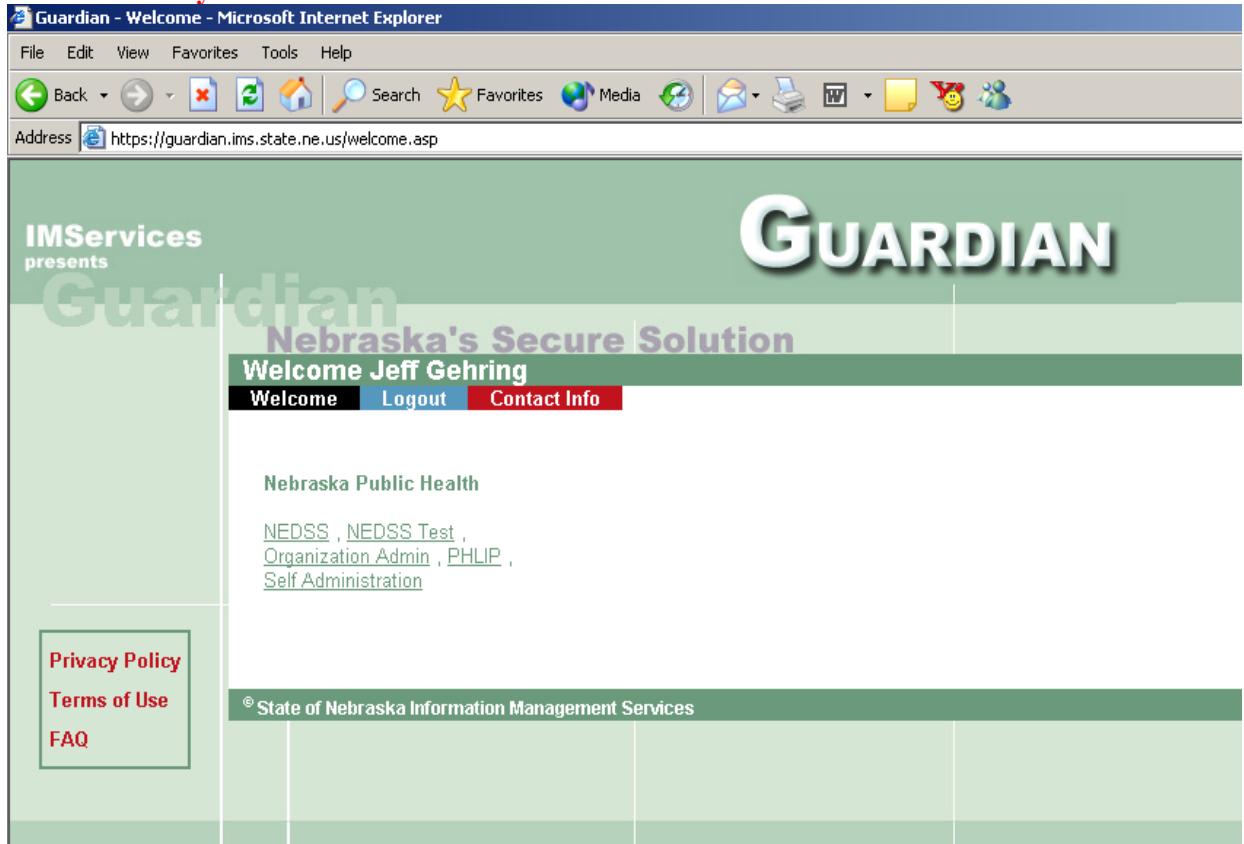
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2. Sign on: Enter user ID and password (*type in the first letter of your first name, and your last name: i.e. John Doe is "jdoe", password will be "guardian" upon initial entry*).
Note: If you don't have access to PHLIP, please go to the PHLIP User Authorization

Form on the NPHL web site, and fax to Jeff Gehring at 402-559-9918. Authorization to access PHLIP must come from the Clinic Director.

3. PHLIP Software Access Screen:

Note: Screens may look slightly different or have fewer choices depending on your level of access to the system.



4. Select PHLIP option. (*Note: You may click on "Self Administration" to update your personal information, and your password*)
5. Select correct program for the test to be ordered.

All four programs are listed here (Sexually Transmitted Diseases, Childhood Lead Testing, General Communicable Diseases, or "EPI", and HIV Prevention). All four programs follow the same screens. **Note: Screens may look slightly different or have fewer choices depending on your level of access to the system.**

6. Select "Place Lab Test Order". The following is a breakdown of every test which is associated with a program:
 - General Communicable Test Program (EPI): CDC Referral tests, Confirmation ID Specimens, Organism Banking tests, Microbiology Serotyping and Serogrouping, Cultures, Stains, West Nile ELISA, Varicella Zoster DNA, Mycobacterium Tuberculosis DNA, Influenza Ag Detection, Giardia Screen, and Ecoli O157 Confirmation.
 - Childhood Lead Poisoning: Standard Lead Testing.
 - HIV Surveillance: HIV1, HIV2 ELISA Screen (W.Blot if positive), HIV Confirmation, and RPR.
 - STD Program: GC/Chlamydia DNA Swab or Urine, GC Screen Culture, Hepatitis B Tests, and RPR.
7. Example for #5. Select: STD Program

Lab Test Order : Lead Program

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Search for Existing Patient

The first step in placing a Lab Test Order is to search for an existing patient.
Enter one or more fields to search for.

Last Name: First Name:

Date of Birth: (mm-dd-yyyy)

Clinic Account:

8. Enter patient last name, tab over and type first name in the appropriate boxes. Enter date of birth in correct format (mm-dd-yyyy).
9. Choose the clinic or location of site placing order(s). Enter 1st letter of site/clinic name. Notice: any given account can have up to 7 account numbers. Depending on program and Medicaid, choose the correct account: i.e., make sure the account is the correct program and billing status. *Note: There are separate accounts for patient specimens that have Medicaid coverage: i.e. Douglas Co Health STD Clinic (Mcaid)(STD)1302631 would be PLD00106, non Medicaid Douglas Co Hlth STD Clinic (STD)1302631 would be PLA00106, Douglas County Central Clinic (Mcaid)(Lead) would be PCD00101 and non-Medicaid Douglas County Central Clinic(Lead) would be PCA00101.*
10. Select: Next

Lab Test Order : STD Program[Back](#)**Existing Patient Search Results**

Note: Listed are all patients matching your search criteria as well as any previous lab records for the selected clinic.

[Create New Lab Test Record](#)**TEST, TEST M**

Date of Birth: 05-05-2002

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)**✗ No previous lab records for this clinic account****TEST, TEST M**

Date of Birth: 08-17-1990

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)**✗ No previous lab records for this clinic account****TEST_02, TEST M**

Date of Birth: 08-17-1990

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)[Attach to Lab Record PJD00100-8900102](#)**TEST, TEST**

Date of Birth: 01-02-2002

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)**✗ No previous lab records for this clinic account****TEST, TEST**

Date of Birth: 05-05-1905

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)**✗ No previous lab records for this clinic account****TEST, TEST**

Date of Birth: 12-02-2002

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815:[Create New Lab Test Record](#)**✗ No previous lab records for this clinic account**

11. Select the matching patient's name by clicking on one of the blue boxes under the names listed and selecting next. If the patient has an existing record, choose the previous lab record number. If more than one previous record appears, choose the lowest patient record number with the same birth date.

Example: **PJD00100-8900102**; choose the lowest number of the last set of numbers of the previous record number, or choose the only one listed.

12. If the patient has not been previously entered click on "Create New Lab Test Record".
Note: When performing data entry for practice: Choose a test patient that has already been created.

Lab Test Order : STD Program

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Order Detail : Lab Record Attachment

Lab Record ID

PJD00100-8900102

Clinic Account

Alegent Health Clinic Norfolk (Medicaid) (STD) 1302815

Patient Demographics

Last Name

TEST_02

First Name

TEST

MI

M

Address 1

add1

Address 2

add2

County

Douglas

FIPS Code

City

Omaha

State/Province

NE

Zip/Postal Code

68198

Client Patient Id

123456

Medicaid Number

123456

Race

American Indian/Alaskan Native

Ethnicity

Hispanic Origin

13. Enter patient demographics, FIPS code (county code, currently only required for the STD program, go to <http://www.hhs.state.ne.us/cse/dclist.htm> for a listing). If you are not entering a FIPS code, you need to enter 000 in the FIPS space. *Enter information into the Client patient ID space using all caps and numbers (no symbols or spaces). You can use this space for patient ID numbers used internally at your site, information, comments, specimen info, etc.*
14. Enter the Medicaid number, if applicable.
15. Enter the Race; use the first letter of ethnicity (select from drop field, make sure selection is highlighted).
16. Click on date of birth; fill in as follows: mm-dd-yyyy.
17. Click on gender “M” or “F” or use arrows and enter key on appropriate choice.

Lab Test Order: STD Program[Back](#)**Lab Test Order Detail: PJD00100-8900102****Patient**

Name:	TEST_02, TEST M
Address:	add1 add2 Omaha, NE 68198
County:	Douglas
FIPS Code:	123
DOB:	08-17-1990
Age:	12
Gender:	Male
Race:	American Indian/Alaskan Native
Ethnicity:	Hispanic Origin
Medicaid #:	123456
Client Pat Id:	123456

Clinic

Alegent Health Clinic Norfolk (Mcaid)(STD)1302815

Order Type

Standard STD Test

Ordering Provider**Collection Date**06 10 2003 @ 00:00**Time****Specimen Source**
Blood
Cervical
Rectal
Throat
Urethral**Tests**
Chlamydia / GC DNA - Swab
Chlamydia / GC DNA Urine
GC Screen Culture
Hepatitis B Core Antibody (Anti-HBc) IgM
Hepatitis B Core Antibody (Anti-HBc) Total**Reason for Visit:**

- Family Planning Comprehensive Exam
 STD Screening
 Prenatal

Symptoms:

- No

18. a. Screen "Lab Test Order", (at this point double check previously entered information).
- b. Enter ordering provider. Use drop down field. (Currently this is the only way to enter the Doctor or Provider. If the Provider does not appear use Dr. Steve Hinrichs and notify the lab at 1-800-334-0459 that the Provider name and UPIN needs to be added to the drop down field, or visit www.nphl.org, and click on the "PHLIP Tab").
- c. Enter date and time (time not required).
- d. Enter source/ select correct source. Make sure selection is highlighted.
- e. Enter tests; select the correct test. Make sure selection is highlighted. (Currently only one test at a time may be ordered).
- f. If more than one test is ordered move through 1st order completely. Select "same patient/same order", and repeat for each additional test order.

19. Note: To order Chlamydia/GC the following 4 questions will appear:

- Reason for visit
- Symptoms
- Risk Hx
- Clinical Observation

Answer all questions. These are the same questions on the paper requisitions.

20. DO NOT MARK "X" REC'D BY LAB. (*In the future this prompt will not appear. For in-lab use only*).

21. Screen display: Order Summary Page (Double check all data entry at this time; if errors discovered, Select "back" **at the top of the page** and change entry information.

Lab Test Order: STD Program[Back](#)**Lab Test Order Summary: PCA00106-600000215**

Please review your order. Changes may require calling the Lab at (402)559-6420.

Patient

Name:	TEST, TEST M
Address:	1234 Main Omaha, NE 68114
County:	Douglas
FIPS Code:	ergt
DOB:	08-17-1990
Age:	12
Gender:	Male
Race:	American Indian/Alaskan Native
Ethnicity:	Hispanic Origin
Medicaid #:	1111
Client Pat Id:	123456

Clinic

DCHD CLPPP Child Care (Lead)
1819 Farnam
Room 401
Omaha, Nebraska 68183
Phone: 402-444-7489
Fax: 402-444-6267

Order Type

Standard STD Test

Ordering Provider

Hinrichs, Steven H

Collection Date

06 / 10 / 2003 @ 00:00

Specimen Source

Rectal

Tests

Chlamydia / GC DNA - Swab

Reason for Visit:

Family Planning Comprehensive Exam

Symptoms:**Risk History:**

Multiple partners in last 90 days

Clinical Observations:

Cervical Friability

Mark Received by Lab

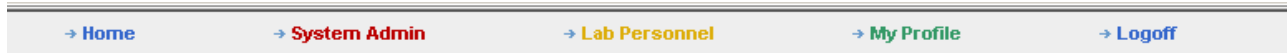
No

22. **For STD orders only:** Print "Order Summary Page" and submit with specimen. (To print; select File/print). (This is only for STD orders). **Currently the Nebraska State Laboratory is entering in the patient information specific for the STD program into the state data system R-Link for Phil Medina's use.** This practice will cease when PHLIP directly interfaces the data into the state data system.
23. Select: Submit Order. No further changes can be made at this time.
24. Screen display: "Lab test order Confirmation", If only one specimen sent to lab, select file and print page. Submit page with specimen.
If multiple orders/specimens -see "Place New Orders" options.
 - (Program Name here) - New Type-new patient

- same as above - Same patient-same order number
 - same as above - STD Program-new patient
25. After you're ordering is complete. Select "HOME"/select STD Program (or whichever program is applicable). Select "Batch Packaging invoice". Select the collect dates (oldest to most recent). Select correct account.
 26. Select "NEXT"
 27. Batch package list appears-File/print and send with specimens.
 28. *If you need to modify an order, to main page, select the program the order was placed, and click on "Edit Collected/Non-Received Orders". Follow the same steps as above, and make any changes needed. Note: This editing procedure cannot be performed if you have sent the order to the lab for testing already and the specimen has been marked received.*
 29. LOG-OFF

B. RESULT INQUIRY IN PHLIP FOR ALL PROGRAMS:

1. Follow the first five steps from part A.
2. Select “Report:” from the screen below:



NPHL Lab Programs

Note: You have been granted access to the following NPHL Lab Programs. If you require additional access, please contact the Site Administrator, Jeff Gehring, at jgehring@nhsnet.org.

- ▶ **EPI Program**
- ▶ **HIV Program**
- ▶ **Labcorp**
- ▼ **Lead Program**
 - ▶ Report
 - ▶ Place Lab Test Order
 - ▶ Edit Collected/Non-received Orders
(orders that have not been marked as received by the lab)
 - ▶ Batch Packaging Invoice
- ▶ **STD Program**

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3. Fill in the search selection criteria from this next screen (*the more information entered, the more narrow your search will be*):

Lead Program : Advanced Lab Report Search

Search Criteria

Enter fields to narrow search or hit Submit

Patient Last Name: <input type="text"/>	Patient First Name <input type="text"/>	Order Status: <input checked="" type="radio"/> All <input type="radio"/> Unreviewed <input type="radio"/> Reviewed
Order Number: <input type="text"/>	Collection Date Range: From: <input type="text" value="05"/> <input type="text" value="27"/> <input type="text" value="2003"/> To: <input type="text" value="06"/> <input type="text" value="10"/> <input type="text" value="2003"/>	County / Region / Department: <input type="text" value="1 - ALL COUNTIES IN SYSTEM -"/> Clinic Accounts: <input type="text" value="1 - ALL CLINICS IN SYSTEM -"/>
Test Groups: <input type="text" value="- ALL TEST GROUPS -"/> Lead Screen NHS Lead Screen State Public Health		

4. You now have a listing of patients by order number and patient name. In addition, you have a listing of the following parameters: clinic, test type, result, collection date, status, and whether or not it was reviewed. At this point, you may mark a result reviewed, and the next time you search for non-reviewed results, this result will not appear. In addition, you may click on download, and this will allow you to send this information on your screen to Microsoft Excel.

Search Results : All[→ Search](#)

☐ = Potentially positive result

[Download](#)[Update](#)

Order Number	Clinic	Patient Name	Test Type	Result	Collection Date	Status	Reviewed
PAA00120-8900103	Sandhills District Health Department (LEADS)	TEST, TEST M	LEAD SCREEN/STATE	LEAD SCREEN/STATE: Unit = 6.3 123456	05-23-2003 @ 00:00:00		<input type="checkbox"/>
PAA00120-8900102	Sandhills District Health Department (LEADS)	TEST, TEST M	LEAD SCREEN/STATE	LEAD SCREEN/STATE: Unit = 26.3 Range = <10 123456	05-06-2003 @ 00:00:00		<input type="checkbox"/>
PCA00106-600000315	DCHD CLPPP Child Care (Lead)	TEST, TEST M	LEAD SCREEN/STATE	LEAD SCREEN/STATE: No Specimen Received	05-06-2003 @ 00:00:00		<input checked="" type="checkbox"/>